

# How to Delete Items in Destiny

## Deletions: Dr. Seuss style

Do you remember Horton? "I meant what I said and I said what I meant..."?

That is how deletions/discards work in Destiny. The process is very simple----BUT----it really happens. When you delete, it is GONE.

**BE VERY CAREFUL!** \*\*\*The only fix, is to add the item back into Destiny

1. Go to the **Catalog** tab
2. Go to Update Copies---INDIVIDUAL DELETE
3. Scan or key in your item ID# [barcode]

Be sure to check the box *"track as weeded"* ----- when you are ready, you can run a report for your weeds/deletions.

Library Search  
Destiny Quest  
Standards Search  
Add Title  
Import Titles  
Export Titles  
Update Titles  
Update Copies

Home Catalog Circulation Reports Back Office

Update Copies

How do I... ?

Individual Delete Batch Delete Individual Update Batch Update Global Update Receive

**Delete Individual Copies**

Delete Copy  ☐ Track as weeded

4. When you are ready to run a report for your weeded/deleted items, go here:

List All Sites Home Catalog Circulation Reports Back Office

Library Reports

Library

Patron  
Report Builder  
Report Manager

**Catalog -- Titles & Copies**

[Barcode Lists](#) - Identify used and unused copy barcodes.

[Bibliography](#) - Create reading lists for curriculum or promotion.

[Call Number Reports](#) - Identify copies that may be incorrectly cataloged.

[Reading Program Reports](#) - Identify titles with quizzes or possible purchases.

[Shelf List](#) - List copies in the order they should be shelved.

[Title & Copy List](#) - List your collection with optional copy detail.

[Weeding Log](#) - List copies that were weeded, deleted, or transferred.